OFFICE OF JOINT COMPUTER SUPPORT

RECORDS AND CORRESPONDENCE   INSTRUCTION 70-1-76
                                              30 April 1976

OUTGOING CORRESPONDENCE
FOR THE DIRECTOR OF JOINT COMPUTER SUPPORT

1.   Purpose

    This Instruction describes the kinds of outgoing corre-
spondence which requires the signature of the Director of Joint
Computer Support.

2.   Policy

    The Director of Joint Computer Support does not delegate
responsibility to subordinates in certain situations and, hence,
Office memoranda dealing with these situations are to be pre-
pared for the signature of the Director of Joint Computer Support.
The following types of memoranda will be prepared for the signa-
ture of the Director of Joint Computer Support.

        a.   Those which task another Office in such a way
    as to consume its resources beyond a level that might be
    considered normal (examples: major construction work
    from the Office of Logistics; a large printing job from
    Printing and Photography Division).

        b.   Those which commit significant OJCS resources
    to another Office (examples: a major systems design or
    programming effort involving several man-months or more;
    keypunch support involving more than a few hundred cards
    per day or extensive overtime; computer processing in-
    volving several hours or more of CPU time per week).

        c.   Those which are likely to be received by another
    Office with disfavor (examples: a complaint, a restrictive
    order, a denial of service, a refusal to develop a new
    application).

        d.   Those to other Offices responding to complaints
   of a serious nature about OJCS services.

        e.   Those which, according to Headquarters Regula-
    tions or other authorities, specifically require the
    Director's signature.

3.   Responsibilities

     a.   When the need arises, memoranda which are covered within the scope of the above policy are prepared by the appropriate OJCS component.

     b.   An individual who prepares a memorandum for the signature of the Director of Joint Computer Support should ensure that proper coordination of the memorandum is effected within the Office of Joint Computer Support. Such coordination will be indicated on the file copies. When the memorandum concerns an OJCS commitment, care should be exercised that commitments are not made beyond the Office's resources and that reasonable priorities are assigned to tasks.

     c.   Questions regarding correspondence prepared for the Director of Joint Computer Support may be directed to the Executive Officer, OJCS.
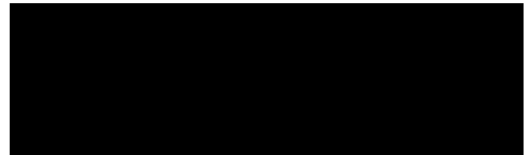
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Director of Joint Computer Support

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